Delta Sigma Theta Sorority, Inc.
Milwaukee Alumnae Chapter
Chapter Policies and Procedures

Article I: CHAPTER INFORMATION

Section 1. Chapter Name/Location/Number
a. Milwaukee Alumnae Chapter
b. Wisconsin
c. Midwest Region
d. Chapter #037

Section 2. The Milwaukee Alumnae Chapter serves the city of Milwaukee.

Section 3. Contact Information
a. Mailing address: P.O. Box 18630, Milwaukee, WI 53218
b. Chapter Website URL: www.dstmilwaukee.org
c. Chapter Email Address: dst1945mac@yahoo.com

Article II: CHAPTER STRUCTURE, GOVERNING BODIES

Section 1. Executive Committee
The Executive Committee will consist of the President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Treasurer and the Immediate Past Chapter President. The President is the chair of this committee.

Section 2. Executive Board
The Executive Board will consist of elected and appointed officers of the Chapter, chairpersons of all standing committees, and the immediate Chapter Past President.

Section 3. Committees
a. Standing
   Appointed by the President to perform a continuing function and to remain in effect on a permanent basis.
      i. Executive Committee
ii. Executive Board
iii. Arts & Letters
iv. Finance
v. Heritage & Archives
vi. Information and Communication
vii. Internal Audit (chairperson elected)
viii. International Awareness & Involvement
ix. Membership
x. Nominating (all elected)
xi. Physical & Mental Health
xii. Program Planning & Development
  a. Economic Development
  b. Educational Development
     i. Delta Academy
     ii. Delta GEMS
     iii. EMBODI
     iv. Risk Management Plan
  c. Collegiate Connection (formerly CTT)

xiii. Protocol & Traditions
xiv. Rules of Order/Policies & Procedures
xv. Scholarship
xvi. Social Action & Advocacy
xvii. Technology

b. Special

  Appointed by the President to work with the standing committees to carry out the chapter's programming initiatives. Special committee chairpersons are non-voting members of the Executive Board.

  i. Courtesy
  ii. Delta DEARS Committee
  iii. Delta of the Year (Recognitions)
  iv. Elections
  v. Founders Day
  vi. National Pan-Hellenic Council
  vii. Social Committee
  viii. Special Projects
  ix. DIVAS Team (Deltas Invested in our Area of Service)
  x. KARES Team (Kenosha and Racine Engaged Sorors)
c. Ad Hoc

Ad-hoc committees are “one-time only” committees, appointed by the President for special assignments, such as Chapter Anniversary. The chairperson is responsible for providing a typed final report within 60 days of completion of the project/event.

Article III: ELECTED OFFICERS & OTHER LEADERSHIP POSITIONS

Section 1. Duties and Responsibilities of Elected Officers

All chapter officers, elected and appointed, along with committee chairpersons shall:

i. Be financial during her term of office.

ii. Attend at least 50% of all executive board and chapter meetings.

iii. Submit annual budget to the Treasurer by the March Chapter meeting.

iv. Submit program template and detailed budget to the Executive Board for approval prior to presenting information to the Chapter and execution of program; adhere to the approved budget.

v. Submit written reports to the Executive Board prior to Chapter presentations; copies are required for the President and Recording Secretary.

vi. Provide evaluation surveys after events/programs, as applicable.

vii. Submit profit and loss statement to the Treasurer and Financial Secretary after each event/program within 30 days of the completion of the event/program.

viii. Present profit and loss statement to the Executive Board and Chapter within 60 days of the completion of the event/program.

ix. Submit all committee reimbursement forms at executive board meetings.

x. Receive reimbursement checks at chapter meetings

a. President

It will be the duty of the President to provide leadership, give administrative guidance and direction to the structure and programming of the Chapter.

The President shall:
1. Ensure the chapter adheres to all governing documents of the Sorority.
2. Ensure that all chapter documents have been submitted to the respective national/regional offices for chapter compliance.
3. Appoint committee chairs and ad-hoc committee chairs as needed, as provided in the Constitution and By-laws.
4. Perform such ceremonies of the Chapter as may be necessary and appropriate.
5. Strengthen public relations and maintain cooperative relations with other organizations.
6. Serves as Chairperson of the Executive Board.
7. Preside over the meetings.
8. Serves as Ex-officio member of all committees, except the Nominating Committee and Internal Audit Committee, either of which she may meet with by request or upon request.
9. Work with the Regional Director.
10. Authorized to speak on behalf of the local Chapter. May authorize others who may speak on behalf of or represent the local Chapter with the authorization of the Chapter President.
11. Review and sign all contracts.
12. Serve as the official/voting delegate at Regional Conferences, National Conventions and any other Delta Meetings/Events.
13. Represent the chapter at events hosted by other organizations if an invitation or request of attendance is received.
14. Serve as member on the Minerva Circle as outlined by those documents governing the Membership Intake Program.
15. Complete the Acceptance of Fiduciary Responsibility Form

b. Vice-President(s)
   First Vice-President
   Performs all the duties of the office of the President in the absence of or at the request of the President. The 1st Vice-President shall:
   1. Serve as the Chair for Membership Services. 2. Responsible for insuring that there is a line item in the chapter budget, prior to submitting a request to vote on membership intake.
   3. Coordinate and maintain records of the chapter reclamation and retention activities.
4. Serve as the Milwaukee Alumnae Chapter alternate voting delegate at National Convention and Regional Conference.

Second Vice-President
Performs all the duties of the office of the 1st Vice-President in the absence of or at the request of the President. The 2nd Vice-President Shall:
1. Serve as the Chair for the Program, Planning and Development Committee.
2. Work with the Chapter President to coordinate the completion of the submission process for chapter awards.

c. Secretaries
   Recording
Functions as recording officer of the chapter meetings. The Recording Secretary shall:
1. Be responsible for keeping accurate minutes and records.
2. Have minutes from the previous Chapter meetings available for both the Executive Board and monthly meetings.
3. Keep an accurate record of the attendance and voting in the minutes.
4. Receive and file the written reports of the committee chairs.
5. Call meeting(s) to order in absence of the President and Vice-President(s).

   Corresponding
Sends and receives all the official correspondence of the chapter. The Corresponding Secretary shall:
1. Create and disseminate the chapter's newsletter and directory.
2. Receive the correspondence of the chapter.
3. Post electronic communication for chapter members. Notify members of the time and place of all chapter meetings.
4. Check the post office box regularly.
5. Ensure time-sensitive materials are received by the appropriate officers and/or committee chairpersons as soon as practical.
6. Member of the Public Relations Committee.
7. Manage the coordination of Milwaukee Alumnae Chapter social media per Delta Internet Guidelines.
8. Maintain the chapter E-mail addresses and passwords including social media passwords.

Assistant Corresponding
Works in conjunction with the Corresponding Secretary.
The Assistant Corresponding Secretary shall:
1. Assist with the creation and dissemination of the chapter’s newsletter and directory.
2. Post electronic communication for chapter members.
   Assist with the notification to members of the time and place of all chapter meetings.
3. Ensure time-sensitive materials are received by the appropriate officers and/or committee chairpersons as soon as practical.
4. Assist with the coordination of Milwaukee Alumnae Chapter social media per Delta Internet Guidelines.

d. Financial Secretary
Works in conjunction with the Treasurer. The Financial Secretary shall:
1. Keep a record of all monies received and issue receipts.
2. Submit all funds/vouchers to the Treasurer to ensure the 2 business days deposit requirement is meet.
3. Presents a written report monthly of all income received.
4. Prepare and keep updated rosters of all chapter members.
5. Maintain and prepare chapter member vote cards.
6. Serve as member of the Finance Committee.
7. Serves as member on Minerva Circle.
8. Complete the Acceptance of Fiduciary Responsibility Form

e. Treasurer
Serves as the Chief Financial Officer of the Chapter and keeps the official financial records of the Chapter. The Treasurer shall:
1. Receive all monies from the Financial Secretary and deposit all funds in the name of the Milwaukee Alumnae Chapter of Delta Sigma Theta Sorority, Inc. All money must be deposited within two (2) business days.
2. Keep a record of income and disbursements as approved by the Chapter and/or by the Executive Board.
3. Disburse checks only upon submission of receipts and/or approved disbursement vouchers. Checks will be distributed to the committee chairpersons only at chapter meeting, unless alternate provisions have been made.
4. Provides a written report monthly of the chapter income and disbursements.
5. Prepares and submits annual fiscal reports by established due dates.
6. Ensures that Chapter and Grand Chapter fiscal policies are being adhered to.
7. Presents annual operating budget, in writing, for the upcoming fiscal year.
8. Serve as the Chair of the Finance Committee.
9. Complete the Acceptance of Fiduciary Responsibility Form

f. Assistant Financial Secretary
   Works in conjunction with the Financial Secretary. The Assistant Financial Secretary shall:
   1. Assist in the collection of chapter funds.
   2. Assist chapter committees with the collection of funds for events.
   3. Turn all collected funds over to the Financial Secretary.
   4. Performs the duties of the Financial Secretary in her absence.
   5. Complete the Acceptance of Fiduciary Responsibility Form.

Section 2. Duties and Responsibilities of Appointed Positions
Refer to Article III: Section 1 for position responsibilities

a. Parliamentarian
   Appointed by the President. The Parliamentarian shall:
   1. Advise, upon the request of the chapter president, other officers, chairpersons, and members on matters of parliamentary procedures according to the National Constitution and By- Laws, the Chapter Rules of Order and Robert's Rule of Order, newly revised.
2. Serve as the Chair of the Rules of Order/Polices and Procedure Committee.

b. Chaplain
Appointed by the Chapter President to fulfill the role outlined in the Ritual. The Chaplain shall:
1. Set the spiritual tone of the meetings when so requested.
2. Keep an accurate record of deceased members and their obituaries/memorial observance programs and submit them to the chapter president to be reported to the Regional and National Secretaries for the memorial observance.
3. Copies of the obituaries/memorial observance programs shall be given to the Historian to be archived.

c. Sergeant-At-Arms
Appointed by the President. Fulfills the role outlined in the Ritual as pertaining to ceremonies, and in Robert's Rules of Order, Newly Revised edition. The Sergeant-At-Arms shall:
1. Aid the Chapter President at all times in keeping order.
2. Supervise the admittance of all persons to Chapter meetings.
   a. Ask for verification of all chapter members.
   b. Ask for verification of all visiting Sorors (membership card and photo ID)
   c. Check visiting Sorors against the Disciplinary Action Report provided by National Headquarters.
3. Insure all attendees who enter the chapter meeting are appropriately dressed.
4. Keep a record of all members present at meetings and submit it to the Recording Secretary.
5. Keep time at all meetings.
6. Direct visiting Sorors to the Membership Services Committee for the completion of the Visiting Soror Form.

d. Historian
Appointed by the Chapter President. The Historian shall:
1. Compile an annual written narrative account of the chapter's activities.
2. Serve as the Chair of the Heritage and Archives Committee.
3. Maintain memorial observance programs/obituaries.
e. Journalist
Appointed by the Chapter President. The Journalist shall:
1. Submit articles of local chapter news and reports in the Delta Journal and Midwest Missile.
2. Write and send out press releases.
3. Serve as the Chair of the Publicity and Public Relations Committee.

f. Custodian of Properties
Appointed by the President. The Custodian shall:
1. Maintain a safe and central repository and manage and maintenance and upkeep of the Milwaukee Alumnae Chapter properties such as the official documents, candles, robes, tablecloths, gavels, and other effects.
2. Keep a written inventory of all chapter properties, to be reviewed and updated annually by December 31st.

g. Internal Audit Committee Members
All members, other than the chair, are appointed by the chapter president. The committee members assist in the preparation of the Quarterly and Annual IAR-1 reports in accordance with current guidelines and procedures. Audit Committee members are most effective when they have some knowledge of the chapter’s fiscal operations. Members of the audit committee may not be current fiscal officers (president, financial secretary, treasurer or assistants to these positions) or members of the chapter’s current Budget/Finance Committee. Immediate-past fiscal officers can be members of the committee as long as they are not auditing financial transactions that occurred during their tenure.

Knowledge of the chapter’s fiscal operations helps committee members fulfill their responsibilities which include:
1. Assisting in the preparation of the IAR-1 reports (quarterly or annual)
2. Ensuring adherence to budget line items
3. Ensuring adherence to separation of fiduciary responsibilities
4. Recommending for chapter approval an independent auditor for the annual review, as applicable
5. Reviewing and proposing internal controls
6. Reviewing the chapter financial records and indicating any material weaknesses in controls
7. Verifying balances for all accounts
8. Verifying expenditures and supporting documentation (receipts, invoices, etc.) for the period
9. Verifying receipts (income) for the period
10. Verifying the existence of and chapter adherence to internal controls

The Audit Committee should consist of three to five members, one of which is the chairperson. The chairperson of the committee must be elected. Each member is appointed by the President. They shall possess one or more of the following credentials: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), Certified Financial Planner (CFP), Doctor of Philosophy (PhD), Master of Business Administration (MBA), Bachelor of Arts (BA), Bachelor of Science (BS) or five years current experience in auditing, internal controls, finance and investment banking. These members are not current financial officers or members of the current Finance Committee. The duties of the committee are as follows:

1. Review the chapter's financial records quarterly.
2. Review and propose internal controls.
3. The chair of the audit committee will report quarterly findings and recommendations of the audit report to the chapter and submit the quarterly Internal Audit Report online in the Red Zone by the following dates:
   a. 1st Quarter – December 1
   b. 2nd Quarter – March 1
   c. 3rd Quarter – June 1
   d. 4th Quarter – August 1
4. Ensure the completion of the audit process as outlined in Grand Chapter Guidelines which are indicated below:

   Grand Chapter Constitution and Bylaws requires that: "The books of a chapter shall be audited by a certified public accountant or an audit committee within 30 days of the close of the fiscal year." (2015 Edition, Article X Section 12 B). The audit report shall be submitted using the on-line system in the Red Zone by August 31st.
**GROSS RECEIPTS** | **REQUIREMENTS** | **PERFORMED BY**
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Level 1: $0-$50,000 | * Internal Audit Report (IAR-1) | Internal Audit Committee

Level 2: $50,001-$100,000 | *Review of Financial Statements including Cash Receipts and Cash Disbursements *Internal Audit Report (IAR-1) | Certified Public Accountant (CPA) with an active license Internal Audit Committee

Level 3: more than $100,000 | *Audit of Financial Statements including Cash Receipts and Cash Disbursements *Certified Financial Statement | Certified Public Accountant (CPA) with an active license Internal Audit Committee

h. Risk Management Coordinator
   1. Designated as the Second Vice-President
   2. Works with President and chapter committees to conduct Risk Management training for chapter members and volunteers when appropriate.
   3. Identifies, obtains background checks and selects volunteers to work with participants of chapter programs when needed.
   4. Monitors youth program activities to ensure planning is based on the four forms of Risk Management
   5. Ensures youth program activities consistently demonstrate the best interest of participating youth and Delta

**Section 3. Duties and Responsibilities of Elected Positions**
Refer to Article III: Section 1 for position responsibilities

a. Chair and Members of Nominating Committee
   Shall be responsible for the slate of officers.
   The chapter elects 4 members of the Nominating Committee and the Chair. The chair and members of the Chapter Nominating Committees shall not be a candidate for any elected office on the respective level while serving on the nominating committees. Chair and members of the Chapter nominating committees must resign prior to the call for nominations to be eligible to run for an office or position.
   The term of office is one term which consists of two (2) years. Re-election to the same position is not permitted immediately following the term. Their duties are to:
   1. Receive nominations from the chapter of persons to serve in elected chapter offices and on committees.
2. Verify eligibility and recommend for consideration of the chapter, candidates for election to elected offices and committees.
3. Distribute to the chapter, at least 30 days prior to election, the names of candidates who are running for elected office and committees.

b. Chair, Internal Audit Committee
The chairperson of the committee must be elected. Her duties shall include:

1. Preparing and submitting the Quarterly and Annual IAR-1 reports in accordance with current guidelines and procedures.
2. Meet with the chapter fiscal officers regarding the financial review findings and recommendations.
3. Report audit findings and recommendations to the fiscal officers, executive board, and chapter on a quarterly basis.
4. Documenting recommended improvements to internal control weaknesses
5. Notifying the chapter of weaknesses in financial structure and recommending improvements

Quarterly findings and recommendations (Internal Audit Report) should be submitted online (via) the Red Zone by the following dates:
   a. 1st Quarter – December 1
   b. 2nd Quarter – March 1
   c. 3rd Quarter – June 1
   d. 4th Quarter – August 1
6. Ensure the completion of the audit process as outlined in Grand Chapter Guidelines.

Grand Chapter Constitution and Bylaws requires that: "The books of a chapter shall be audited by a certified public accountant or an audit committee within 30 days of the close of the fiscal year." (2015 Edition, Article X Section 12 B). The audit report shall be submitted using the on-line system in the Red Zone by August 31st.
c. Minerva Circle
The Minerva Circle is charged with the responsibility for the planning and implementation of all phases of the Membership Intake Process. The coordinator of the Membership Intake activities is the Leader of the Minerva Circle. The Minerva Circle consists of the following elected positions: Leader of the Minerva Circle, Nine (9) Jewels (elected as a group), Keeper of the Muses and Graces, Convener of the Odyssey Experience, Chapter President, and Chapter Financial Secretary.

The Minerva Circle is a special committee for the purpose of implementing the Membership Intake process. At the conclusion of the intake process, the committee is dissolved.

Section 4. Term of Office
a. Limits of Office
Officers and committee chairs will not serve more than two consecutive terms in the same office or position.
1. Term of office will consist of two (2) years.
2. An election must be held every two (2) years.
3. The Chairs and Members of the Chapter Nominating Committee shall serve only one term and shall not be a candidate for any elected office while serving on the Nominating Committee.
4. Members of the Nominating Committee may not serve on the Election Committee and vice versa.
5. The chair and members of the Chapter Nominating Committee must resign prior to the call for nominations to be eligible to run for a chapter office or position.
b. Assumption of Office
Installation of officers will be at the June meeting. New officers shall assume their duties no later than July 1st.
c. Appointments
Appointed positions will serve terms per the authority of the President. The appointment shall last for two years.

Section 5. Impeachment
Policy
Members of a Chapter shall have the right to impeach an elected chapter officer. The appointed chapter officer serves at the pleasure of the chapter president and can be removed by the chapter president.

Standards
Soror(s) shall be impeached for the following offenses:
1. Criminal activities leading to conviction in a course of law (e.g. theft, drug involvement, prostitution, etc.)
2. Violation(s) of the Constitution and Bylaws and the Code of Conduct of Delta Sigma Theta Sorority, Inc.
3. Flagrant and deliberate neglect of duties and responsibilities as defined in any of the official and binding issuances or documents of the Sorority (i.e. Constitution and Bylaws, Code of Conduct, Chapter Management Handbook, Delta Doctrine, Administrative Procedures for Membership Intake, Chapter Rules of Order, Chapter Policies and Procedures, etc.)
4. Embezzlement of funds from the chapter
5. Physical, verbal or mental abuse of members
6. Willful and malicious destruction of material and properties belonging to member(s), chapter(s) or Delta Sigma Theta Sorority, Inc.

Procedures:
1. A quorum of the chapter shall petition, to the highest ranking officer of the chapter who is not herself subject of the impeachment process, for the impeachment of an elected officer with the charge(s)/allegations(s) specified in writing.
2. The Petition for Impeachment shall be given to the highest ranking officer, who shall certify the names and signatures of the members and ascertain that the signatures have been voluntarily affixed to the petition.
If the highest ranking officer is herself the subject of the impeachment process, the chapter shall present a Petition of Impeachment to the second highest ranking officer and shall follow the same procedures outlined here.

3. Within seven (7) days, the certifier shall notify in writing all of the members of the chapter, the Regional Director, the Regional Representative, the Scholarship and Standards Committee, and National Headquarters that a petition has been received and a hearing shall be held within 30 days.

4. The accused soror(s) shall be notified by certified letter with return receipt and surface mail of the charge(s)/allegation(s) at the same time as those in #3 by the highest ranking officer. Copies of the Petition For Impeachment and Procedure for Impeachment of An Elected Chapter Officer must accompany the notification. The accused ember(s) shall be relieved of her duties and responsibilities pending the outcome of the impeachment process. (See Chapter Management Handbook)

5. The highest ranking officer (receiver of the petition) and the accused member(s) shall, within a 14-day period, mutually agree upon the date, time, and location of the hearing, for the purpose reviewing the charge(s)/allegation(s). (The date, time and location of the hearing shall be scheduled to allow for a ten-day written notification of the hearing to the membership of the chapter – this time is include in the 30 days.)

6. If, within the above 14-say period, the accused member(s) have refused to agree to a date, time and location for the hearing, it shall proceed without the member(s). THE EXCEPTION IS IF THERE HAVE BEEN EXTENUATING CIRCUMSTANCES FOR NON-ATTENDANCE AND PROOF IS EVIDENT (such as a death or serious illness in her family, or her serious illness/hospitalization, etc.).

7. Under the leadership of the highest ranking officer (receiver of the petition), the membership of the chapter shall review the charge(s)/allegation(s) and information gathered at hearing and render a confidential decision, which shall be one of the following:
   a) The offense(s) is not impeachable and rehabilitation is recommended.
   b) The offense(s) is not impeachable, but rehabilitation is recommended.
c) The offense(s) is impeachable, and impeachment is effective immediately.

d) The offense(s) is unfounded (i.e. not guilty), and no action taken.

8. Voting shall be by secret ballot in a closed session with only chapter members present. As long as a quorum is present, the impeachment vote shall be a two-thirds (2/3) vote of the financial members present. The ballots shall be allied at the hearing by members who have been deputized for the counting by the highest ranking officer (receiver of the petition). THE RESULTS OF THE OFFICIAL VOTE SHALL BE A PART OF THE OFFICIAL MINUTES OF THE HEARING.

9. The decision/results of the hearing and the results of the vote taken shall be sent, in writing by the highest ranking officer, to the members of the chapter with copies to the Regional Director, the Regional Representative, the Scholarship and Standing Committee, National Headquarters within five (5) days of the action taken.

10. If the officer is impeached, she as the right to appeal. The Appeals Process is outlined in the *Chapter Management Handbook*.

11. If the impeachment stands, the office/position she be declared vacant and the vacancy shall be filled according to the Chapter’s Policies and Procedures, if not in conflict with the Grand Chapter *Constitution and Bylaws*.

Appointed officers are removed by the chapter President not by impeachment. Any officer who has been removed by way of impeachment shall not be eligible for election to any other chapter office.

Section 6. Filling Vacancies

a. Officers

If an officer is unable to complete her term, the vacant office must be filled by special election or by appointment by the President to complete the term. If there is less than twelve (12) months left in the term of office, the President may appoint a Soror to complete the term. If there is more than twelve (12) months left in the term of office, there must be a special election to fill the vacancy. The special election shall occur after approval of the Regional Director.

b. Other Positions
1. When vacancies occur in other offices or committees they shall be appointed by the President within (30) days.
2. The President can only appoint chapter members to elected offices or positions when the office or position is vacant due to a member not being elected during the chapter election OR as a result of an unexpected vacancy. In both scenarios, the office or position would be filled according to Milwaukee Alumnae’s policies and procedures. Only chapter members who meet eligibility requirements for elected offices or positions can be appointed to fill vacancies.
3. In the event the chapter President cannot fill the vacancy due to chapter member(s) not meeting eligibility requirements, or when no member is willing to serve, the standard nomination process shall occur, the candidate shall be presented to the executive board where a vote to proceed will take place, if approved the candidate will be presented at the chapter meeting where a special election will occur.

c. Minerva Circle
If a member of the Minerva Circle hasn't been trained, is unable to complete her term, or can’t perform her duties, the vacant position shall follow the same procedures for an elected position(s).

Article IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION (only include approved committees)

Section 1. Standing Committees
Refer to Article III: Section 1 for responsibilities
a. Executive Committee
The Executive Committee will consist of the President, First Vice-President, Second Vice-President, Recording Secretary, Treasurer and the Immediate Past Chapter President. The Executive Committee shall make decisions in the event that neither the Chapter nor the Executive Board is able to convene.

b. Executive Board
The Executive Board will consist of elected and appointed officers of the Chapter, chairpersons of all standing committees, and the immediate Chapter Past President. All Executive Board meetings are open to the chapter members. The Executive Board will have a retreat in the summer to plan the activities for the chapter year. The
Executive Board shall make decisions in the event the chapter is unable to convene.

c. Arts & Letters
Develop and implement activities, projects, and programs as identified by the chapter or directed by Headquarters that stimulate and raise awareness of arts and letters.

d. Finance/Budget
The Finance Committee will consist of six members: Treasurer, Financial Secretary, Assistant Financial Secretary, 1st Vice-President and 2nd Vice-President. The President serves as an ex-officio member of the Finance Committee. The Treasurer is the Chair of the Finance Committee.
1. Prepare a budget template for committee usage for the annual budgeting process.
2. Plan, evaluate, and recommend the annual chapter zero balance operating budget.
3. Present the annual operating budget, in writing, for review to the Executive Board prior to the April chapter meeting and to the chapter at the April meeting.
4. Present the annual budget for ratification at the May chapter meeting. The budget will be ratified with the majority vote of the Chapter.
5. Provide recommendations regarding the general financial policies to the Polices and Procedure committee of the chapter.
6. Collaborate with the Delta Memorial Endowment Fund (DMEF) to administer the DMEF Scholarship program. Give all pertinent information to the Chapter regarding the process, selection and recommendations of scholarships.
7. Study and develop financial plans to strengthen the financial base of the chapter.
8. Consider financial needs of the chapter and recommend the increase of dues.

e. Heritage & Archives
Provide an organized method of research and report of the historical data of the chapter. The Historian is Chair of this committee.
f. Information and Communication
1. Distribute noteworthy articles of chapter events to the local news and social media where appropriate per the Delta Internet Guidelines and per the Delta Style Guide.
2. Keep the chapter informed of related activities in the community.
3. Advise the Executive Board and President on matters pertaining to public relations, information and communications technology applications and systems, and other related concerns.
   The Corresponding Secretary and Technology Committee chairperson shall be a part of this committee. The Journalist is chair of this committee.

g. Internal Audit (Refer to Article III: Section 2g & 3b)
The Audit Committee should consist of three to five members, one of which is the chairperson. The chairperson of the committee must be elected. Each member is appointed by the President. They shall possess one or more of the following credentials: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), Certified Financial Planner (CFP), Doctor of Philosophy (PhD), Master of Business Administration (MBA), Bachelor of Arts (BA), Bachelor of Science (BS) or five years current experience in auditing, internal controls, finance and investment banking.

h. International Awareness & Involvement
Develop and implement activities, projects, and programs that promote international awareness and involvement.

i. Membership
Develop, promote and monitor continuous programs for retention and reclamation of the membership. These programs shall include
1. On-going reclamation activities.
2. The planning and execution of Round Up. The Round-up location shall be identified and reserved no-later than the last executive board meeting of the sorority year.
The committee shall work with the First Vice-President to prepare membership and reclamation quarterly reports. Assess the feasibility of membership intake.

1. A recommendation and proposed budget for membership intake expenses will be brought forth from this committee to the executive board and chapter for a vote.
2. Voting whether to proceed or not proceed with the membership intake process shall be by a two-thirds (2/3) vote. The First Vice-President is Chair of this committee.

j. Nominating Committee
Shall be responsible for the slate of officers. The chapter elects 4 members of the Nominating Committee and the Chair. The chair and members of the chapter Nominating Committees shall not be a candidate for any elected office on the respective level while serving on the nominating committees. Chair and members of the chapter nominating committees must resign prior to the call for nominations to be eligible to run for an office or position.

The term of office is one term which consists of two (2) years. Re-election to the same position is not permitted immediately following the term. Their duties are to:

1. Receive nominations from the chapter of persons to serve in elected chapter offices and on committees.
2. Verify eligibility and recommend for consideration of the chapter, candidates for election to elected offices and committees.
3. Distribute to the chapter, at least 30 days prior to election, the names of candidates who are running for elected office and committees.

k. Physical & Mental Health
Develop and implement activities, projects, and programs that promote healthy living and wellness to the chapter and community.

l. Program Planning & Development
Plan and implement the national program initiatives (i.e. Collegiate Connection (formerly CTT), EMBODI, Delta Academy, GEMS). Develop and implement activities, projects and programs that
promote educational equality and excellence in the community. This committee shall conduct assessments, evaluate findings and make recommendation regarding the programs implemented by the chapter. The Second Vice-President is the Chair of this committee.

1. Economic Development
2. Educational Development
   i. Delta Academy
   ii. Delta GEMS
   iii. EMBODI
   iii. Risk Management Plan
3. Collegiate Connection (formerly CTT)

m. Protocol & Traditions
   Shall consist of members and a chair appointed by the Chapter President. It shall be the duty of the Protocol and Traditions Committee to:
   1. Provide clear and authentic descriptions of the traditions and protocol of the Sorority.
   2. Implement the established code of protocol and behavior within the chapter.
   3. Preserve the forms of ceremony etiquette observed by the chapter.
   4. Provide a support system for Chapter President.

n. Rules of Order/Policies & Procedures
   Evaluate and recommend changes to the chapter policies and procedures and the Grand Chapter Constitution and Bylaws as the need arises. The Parliamentarian is Chair of this committee.

o. Scholarship
   Collaborate with the Delta Memorial Endowment Fund (DMEF) to administer the DMEF Scholarship program. Give all pertinent information to the Chapter regarding the process, selection and recommendations of scholarships.

p. Social Action & Advocacy
   Stimulate, motivate and raise social and political awareness. Promote and develop programs and projects that will educate the chapter and community on current issues.
q. Technology
Shall maintain and update the chapter website and social media sites, according to the Delta Internet Guidelines and the Delta Style Guide and use technology to facilitate chapter operations and program needs.
1. Implement solutions that help the chapter function more efficiently.
2. Advise the President and Executive Board on technology related matters upon request.
3. Conduct training sessions for chapter members
4. Serve as resource consultants on all technology-related activities and encourage the use of best practices.
5. Stay on cutting-edge of technology industry standards.

Section 2. Special Committees

a. Courtesy
Shall use chapter guidelines to extend courtesies and hospitality on behalf of the chapter as the need arises.

b. Delta DEARS Committee
Shall plan activities to increase involvement of Delta DEARS in chapter activities in collaboration with other chapter committees. The members of this committee are comprised of Delta DEARS.

c. Delta of the Year (Recognitions)
Shall coordinate the nomination and selection of the Milwaukee Alumnae Chapter Delta DEAR and Delta of the Year, complete certificates for all nominees, and purchase the plaque and flowers that are to be presented during the Founders Day Luncheon.

d. DIVAS Team

e. Elections
The Elections Committee shall consist of a Chair and 4 members, who are appointed by the Chapter President. The duties of the committee are as follows:
1. Communicate the election process after the slate of candidates has been approved by the chapter.
2. Organize the voting.
3. Report the results of the election including the final vote count.

f. Founders Day
Shall plan the activities for Founders Day.

g. KARES Team

f. National Pan-Hellenic Council
Shall represent the chapter on the Milwaukee National Pan-Hellenic Council.

g. Social Committee
Shall plan chapter social activities to increase sisterhood and bonding.

h. Special Projects
Shall plan and implement special chapter programs such as seasonal celebrations and the last chapter meeting of the fiscal year. This committee shall also share information with the chapter on the Regional Conference/National Convention and coordinate plans to attend such conference/convention, i.e. registration, travel and hotel accommodations.

Section 3. Ad-Hoc Committees
Chapter has no ad-hoc committees at this time.

Article V. MEETINGS

Section 1. Executive Committee Meetings
Executive Committee meetings will be called and scheduled by the President as needed.

Section 2. Executive Board Meetings
The Executive Board shall meet on the Wednesday prior to the Chapter meeting for a period of time necessary to complete the
board’s business. A quorum will consist of 50% of the voting Executive Board members.

Section 3. Chapter Meetings
The chapter meetings shall be held on the first Saturday of each month, unless otherwise noted, for time necessary to complete chapter business. Sorority meetings (including “call” meetings) are formal and attire for the meetings should be appropriate. It is the duty of the Sergeant-At-Arms to determine appropriateness of dress at the meeting.
Meetings will be free from intrusion, excessive noise, and refreshments.
The following rules will govern the procedures relating to the transaction of business:
   b. Adoption of Agenda
   c. Upon being recognized by the chair, any member may speak.
   d. A time limit of ten (10) minutes will be set on any one matter.
   e. A member may speak only twice to any matter and only after everyone who wishes to speak has been given a chance.
   f. A time limit of two minutes will be set for each speaker.

Section 4. Committee Meetings
Will be called and scheduled by the committee chairperson(s).

Section 5. Call Meetings
The President may call a special meeting to transact chapter business or address emergency concerns. In her absence, the First Vice-President shall call the meeting.

Section 6. Notifications
   a. Corresponding Secretary, Recording Secretary, Assistant Corresponding Secretary will notify chapter members of chapter business meetings and other notifications as deemed by the President.
   b. Executive Board members should notify President (or designated person) of absences from Executive Board Meetings.
Section 7. Chapter Meeting (Business Attire)
In accordance with the 2013 revised edition of the Protocols and Traditions Manual, under Proper Attire, business attire is required for business meetings. Business attire is traditionally a business suit or other clothing that reflects a professional style. A Delta’s business attire must satisfy the Sorority’s accepted business, social and aesthetic standards.

Section 8. Electronic Meetings and Communication
Chapter committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting. All communication may be sent electronically in accordance with Delta Internet Guidelines.

Article VI. QUORUM
Section 1. Definition
A quorum is the minimum number of members who must be present at the meeting for business to be validly transacted. The quorum refers to the number of members present, not to the number actually voting on a particular question.

Section 2. Executive Board
A quorum will consist of 50% of the Executive Board members

Section 3. Chapter Meeting
A quorum will consist of 25% of the members.

Section 4. Committee Meeting
A quorum will consist of 50% of the committee members

Article VII. DOCUMENT RETENTION
Destruction of Records* - Records which are not designated as permanent should be destroyed based on the method appropriate for the record medium.
<table>
<thead>
<tr>
<th>Types of Records (Paper/Electronic)</th>
<th>Retention Timeframe</th>
<th>Medium</th>
<th>Convert to Electronic Record</th>
<th>Back-up of Electronic Records</th>
<th>Destruction Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Records (receipt logs, 990's, receipt books, check registers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Bank Reconciliations</td>
<td>5 years</td>
<td>Paper/Electronic</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Shred/Erase</td>
</tr>
<tr>
<td>*Bank Statements</td>
<td>5 years</td>
<td>Paper/Electronic</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Shred/Erase</td>
</tr>
<tr>
<td>*Checks</td>
<td>5 years</td>
<td>Paper</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Shred</td>
</tr>
<tr>
<td>*Check Registers</td>
<td>5 years</td>
<td>Paper</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Shred</td>
</tr>
<tr>
<td>*Expense Purchases</td>
<td>5 years</td>
<td>Paper</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Shred</td>
</tr>
<tr>
<td>*Form 990</td>
<td>5 years</td>
<td>Paper/Electronic</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Shred/Erase</td>
</tr>
<tr>
<td>*IAR-1 Form</td>
<td>5 years</td>
<td>Electronic</td>
<td>Quarterly</td>
<td>Quarterly</td>
<td>Erase</td>
</tr>
<tr>
<td>*Receipt Logs</td>
<td>5 years</td>
<td>Paper/Electronic</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Shred/Erase</td>
</tr>
<tr>
<td>*Receipt Books</td>
<td>5 years</td>
<td>Paper</td>
<td>When book completed</td>
<td>Monthly</td>
<td>Shred</td>
</tr>
<tr>
<td>*Vouchers</td>
<td>5 years</td>
<td>Paper/Electronic</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Shred/Erase</td>
</tr>
<tr>
<td>*Year-end Financial Statements</td>
<td>7 years</td>
<td>Paper/Electronic</td>
<td>End of Year</td>
<td>Yearly</td>
<td>Shred/Erase</td>
</tr>
<tr>
<td>Audit Reports</td>
<td>7 years</td>
<td>Paper/Electronic</td>
<td>Quarterly</td>
<td>Quarterly</td>
<td>Shred/Erase</td>
</tr>
<tr>
<td>Audit Work Papers</td>
<td>7 years</td>
<td>Paper/Electronic</td>
<td>Quarterly</td>
<td>Quarterly</td>
<td>Shred/Erase</td>
</tr>
<tr>
<td>Meeting minutes</td>
<td>Permanent</td>
<td>Paper/Electronic</td>
<td>Quarterly</td>
<td>Monthly</td>
<td>Shred/Erase</td>
</tr>
<tr>
<td>Member records</td>
<td>5 years</td>
<td>Paper/Electronic</td>
<td>Monthly</td>
<td>Weekly</td>
<td>N/A</td>
</tr>
<tr>
<td>Contracts and legal documents</td>
<td>4 years after expiration</td>
<td>Paper/Electronic</td>
<td>Upon Receipt</td>
<td>Weekly</td>
<td>Shred/Erase</td>
</tr>
</tbody>
</table>
Article VII: FISCAL POLICIES AND PROCEDURES

Section 1. Fiscal Roles and Responsibilities

i. Any committee expenses that will need to be incurred prior to a sorority meeting (and will require reimbursement) are the responsibility of the committee (co) chair(s) and not the chapter president.

ii. Any money collected for the chapter should be handled by bonded members only (President, Treasurer, Financial Secretary, and Assistant Financial Secretary). Monies will only be collected at the chapter meetings, the executive board meetings, via the Chapter P.O. Box, and at any other sorority functions, as requested/communicated.
iii. All disbursements and receipts will be made in Simplified Accounting tools by the Treasurer and Financial Secretary or Assistant Financial Secretary within 15 days of receipt of funds by the Treasurer and/or Financial Secretary. One of the two signatures required on all checks must be that of the treasurer unless the Treasurer is the payee. In that case, the check will be signed by the President and Financial Secretary. The bank statement can either be forwarded hard copy to the Treasurer or Treasurer can print Bank Statements from online from the financial institution the chapter uses. Upon receipt of the bank statement, the Treasurer should be able to provide a statement of the financial condition of the chapter treasury at any time.

iv. The deposit form (3-page carbon copy) shall be completed by the Financial Secretary or the Asst. Financial Secretary when submitting all finances. The Treasurer will review for accuracy and sign where indicated. If cash was received, the President will count and initial next to the written amount on the deposit form. Once the appropriate signatures/initials have been obtained, the financial secretary will then submit a copy of the form and the money to the treasurer for depositing.

v. A full audit of the chapter's financial records will be conducted every year according to the guidelines in the Constitution and Bylaws as outlined below:

Grand Chapter Constitution and Bylaws requires that:

"The books of a chapter shall be audited by a certified public accountant or an audit committee within 30 days of the close of the fiscal year." (2015 Edition, Article X Section 12 B). The audit report shall be submitted using the on-line system in the Red Zone by August 31st.
vi. If the event is not a fundraiser, (example: chapter pictures) checks will be made payable to the vendor not Delta Sigma Theta Sorority, Inc.

vii. Financial rosters, vote cards, and name tags will be updated one time per month. Any Soror that submits dues by a Sorority meeting will have their information added to the financial roster and a vote card and name tag by the following meeting (provided the financial officers have the information needed to process their membership).

a. President
   1. Manages and oversees the operation of the chapter
   2. Is accountable to the chapter for the expenditure of funds
   3. Responsible for the management and collection of revenue
   4. Approves the expenditure of funds (ensures that all checks have two signatures)
   5. Under NO circumstances should the president pre-sign checks
   6. Ensures a voucher system is used for the disbursement of funds
   7. Ensures fiscal officers attend financial workshops at least once a year
   8. Ensures all fiscal officers are bonded
   9. Attends finance training workshops
   10. Signs all checks except her own
   11. Initials all deposits that contain cash
   12. Ensures treasurer and financial secretary provide separate written reports
14. Ensures that internal/external audits are completed
15. Ensures the outgoing and incoming fiscal officers conduct an effective transition
16. Completes the Acceptance of Fiduciary Responsibility Form
17. Reads and is familiar with the Fiscal Officers Manual and chapter’s financial policies and procedures
18. Reviews all bank statements and fiscal officers’ reports monthly using the following guide:

<table>
<thead>
<tr>
<th>President’s Check List</th>
</tr>
</thead>
<tbody>
<tr>
<td>The balances on the bank statements match the reports of the treasurer and the financial secretary.</td>
</tr>
<tr>
<td>There are no deposits or withdrawals that are not recognized.</td>
</tr>
<tr>
<td>All account transfers are to/from the appropriate chapter accounts.</td>
</tr>
<tr>
<td>All checks have the signature of the president.</td>
</tr>
<tr>
<td>There are no debit/credit card (withdrawals) transactions.</td>
</tr>
<tr>
<td>Were deposits made within two business days of receipt?</td>
</tr>
<tr>
<td>Collection procedures have been initiated for all outstanding checks.</td>
</tr>
<tr>
<td>The deposits listed on the treasurer’s report match the totals indicated on the financial secretary’s report and the bank statement.</td>
</tr>
</tbody>
</table>

b. Treasurer
1. Keeps the official financial records of the chapter
2. Provides a written report of the chapter’s income and disbursements monthly to all chapter members
3. Keeps actual records of income, disbursement and summary ledgers on a monthly basis (see Chapter Recordkeeping)
4. Prepares and submits annual fiscal reports by the established due dates
5. Deposits income received by the financial secretary within two business days
6. Submits Grand Chapter funds within 30 days of receipt
7. Makes disbursements on written authorization as outlined in the chapter’s policies and procedures (ensures all checks have two signatures)
8. Signs all checks except her own
9. Ensures a voucher system is used for the disbursement of funds
10. Reconciles all accounts on a monthly basis
13. Ensures books are audited in accordance with current internal audit
14. guidelines (see Audit of Chapters)
15. May serve as Chair, Finance Committee
16. If Chair, Finance Committee, presents the annual operating budget for the ensuing fiscal year (prepared by the Finance Committee) to the chapter for approval by May of each sorority year
17. Monitors expenditures of the chapter budget
19. Attends finance training workshops
20. Completes the Acceptance of Fiduciary Responsibility Form
21. Reads and is familiar with the Fiscal Officers Manual and chapter’s financial policies and procedures

c. Financial Secretary
   1. Records all income received
   2. Issues official receipt for income upon receipt of funds
   3. Turns all funds over to the treasurer to ensure the two business days deposit requirement is met
   4. Serves as a member of the Finance Committee
   5. Signs checks only when reimbursement is for another fiscal officer or when specifically requested by the president (this should be a rare occurrence)
   6. Prepares the roster of financial chapter members
   7. Serves as a member of the Minerva Circle
   8. Attends finance training workshops
   9. Presents a written monthly report to the chapter of all income received
   10. Completes the Acceptance of Fiduciary Responsibility Form
   11. Reads and is familiar with the Fiscal Officers Manual and chapter’s financial policies and procedures

d. Other Fiscal Officers (Assistant Financial Secretary)
   1. Assist in the collection of funds and can be assigned to assist chapter committees with the collection of funds for events such as Jabberwock, fashion shows, Founders Day, etc.
   2. Assist (therefore do not supersede) with the financial secretary
   3. Attend finance training workshops
4. Reads and is familiar with the Fiscal Officers Manual and chapter’s financial policies and procedures

Section 2. National and Local Dues
a. National Dues
Members will be responsible for Grand Chapter dues according to the established dues schedule per business year.
1. Members will also pay a (per) Capita Fee of $10.00
2. Dues are payable from January 1st to March 31st.
3. A $5.00 late fee shall be assessed for any member paying dues from April 1st to June 30th
4. National and Local Chapter dues will have the same deadline
5. Reinstatement fee in the amount $15.00 will be assessed if member is not currently financial/active or if submitted after June 30th
6. If a Soror has not been financial/active for two or more years, she shall pay a reinstatement fee of $25.00

b. Local Dues
Local dues must be paid through Milwaukee Alumnae Chapter except members at large by March chapter meeting to avoid a late fee. Dues will be accepted beginning January 1st for the upcoming fiscal year.
As prescribed by Delta Sigma Theta Sorority, Inc., Grand Chapter Constitution and Bylaws, dues remitted after March 31st will be subject to a late fee and dues remitted after June 30th will be subject to a reinstatement fee.

A recommendation for an increase in local dues shall be made by the Finance Committee and approved by 2/3 vote of the Chapter per Article XIV.

Section 3. Collegiate Sorors
Upon graduation, collegiate members who join Milwaukee Alumnae within 6 months of graduation will have their local dues for the upcoming fiscal year waived. This will impact collegiate members graduating in December or May. A collegiate transition soror(s) must complete and submit a Milwaukee Alumnae Chapter dues payment form. They will be required to provide proof of payment of national dues for the upcoming fiscal year in question.
The Finance Team will note that they are college transition soror(s) and will process accordingly including (vote cards, inclusion in chapter communications, etc.).

Section 4. Unconsumed Dues

a) Chapter members who graduate or transfer after paying dues can have the unconsumed portion of their dues transferred to their new chapter.

b) Chapters are required to transfer unconsumed dues to a soror’s new chapter when requested prior to the deadline by the soror in writing. The Unconsumed Dues Form for an Alumnae member must be submitted to the new chapter by December 31st. Dues may be prorated on a twelve-month basis.

c) Graduating sorors have no more than 6 months from the time of their graduation to request a transfer of dues. After the deadline, the chapter can use the funds for operations.

d) In order to transfer unconsumed dues, the soror requesting the transfer completes the Member Information and Former Chapter section of the Dues Transfer Form, completes the bottom section and signs. The requesting soror will submit the form to the financial secretary of the new chapter. The financial secretary of the new chapter will submit the form to the president of the former chapter. The president of the former chapter will ensure that the form is processed. The treasurer of the former chapter will submit the unconsumed dues to the official mailing address of the new chapter.

Section 5. Transfer of Dues

Should a member transfer to another chapter after the payment of local dues for the current fiscal year, the following transfer of dues schedule will apply.

1. Transfers between July 1st and September 30th – 75% of local dues
2. Transfers between October 1st and December 31st – 50% of local dues
3. Transfers between January 1st and March 31st – 25% of local dues
4. Dues will be considered consumed after March 31st and there will be no local dues left to transfer.
All dues will be transferred directly to the new chapter.

If a soror transfers to Milwaukee Alumnae, it is the soror’s responsibility to ensure that their dues are transferred to Milwaukee Alumnae. Until the dues have been transferred, the soror will not have chapter voting rights.

Section 6. Travel Policy
a. All travel expenses must be approved prior to the request for reimbursement. Items that may be partially or fully reimbursed include:

Transportation - car mileage per IRS guidelines, air, bus train
Housing- only for the duration of the event/meeting Per Diem - $42/day or amount approved by the Executive Board (in accordance to the location of the event)

Ground Transportation Allowance - $30; if more a receipt must be submitted.

Parking- receipt must be submitted

b. All expenses should be discussed with the Finance Committee or Executive Board prior to being incurred.
c. The distribution of funds for the voting delegates for conferences and conventions will be approved by the Finance Committee prior to conference registration and travel.
d. Sorors will need to submit all requests within 30 days of the end of the event. No additional reimbursements will be made after 30 days.
a. Travel Policy for National Convention and Regional Conference Delegates (see travel policy above)
   i. Travel, lodging, registration fees, mileage and subscription events (see travel policy above)
b. Travel Policy for State Summits, Cluster Meetings, Delta Days and other meetings (see travel policy above)
   ii. Travel, lodging, registration fees, mileage and subscription events (see travel policy above)

Section 7. Purchase Order/Reimbursement Expense Voucher
Reimbursements
a. All reimbursements should be submitted at the Executive Board meetings in order to receive reimbursement at the following Chapter meeting.

b. Reimbursements will only be made when an invoice and/or original receipt and chapter voucher are submitted by one of the committee (co)chair(s), not by a committee member.

c. If no receipt is available, an explanation must be written in the "Comment" area of the voucher. ALL VOUCHERS ARE TO BE SIGNED BY THE PRESIDENT.

d. No checks will be written for reimbursement of committee expenses (except hotel or catering bill, etc.) until a formal report is given at executive committee meeting. The committee chair may submit the vouchers and checks will be given to the appropriate Sorors at the chapter meeting. Sorors will need to submit all requests within 30 days of the end of the event. No additional reimbursements will be made after 30 days.

e. Sorors will only be reimbursed for charges/payments made via, cash, check, money order, cashier’s check or credit card. EBT or food vouchers are NOT an acceptable form of payment and will not be reimbursed. In addition, when purchasing items for events, sorors should avoid having personal items on the same receipt.

Section 8. Method of Payment

Payment of dues may be paid in cash, personal check, money order or cashier’s checks. In the case of chapter hosted events, the above method of payments are accepted.

PayPal can be used as an alternate payment for committee activity and sorority hosted events.

PayPal Business account allows a business to receive funds through credit, debit and PayPal accounts and allows funds to be sent or withdrawn from the PayPal Business account to any account. The PayPal Business account can be linked to a regular checking or savings account, so funds can be electronically transferred at no charge within three to four business days. The funds can be withdrawn by check; which PayPal will process for a small fee.

a. Approval and Accountability
Annual activities that have been pre-approved for the use of PayPal are Round-Up and Founders Day. In all other occurrences, the Finance Committee would bring forward a recommendation, along with utilization guidelines, prior to PayPal being used. Approval by the Executive Board and Chapter would need to occur in order for the Finance Committee to move forward in implementing the use of PayPal.

All existing procedures and responsibilities currently in effect from Grand Chapter, the National Finance Committee, the National Internal Audit Committee, the National Scholarship and Standards Committee and local Chapter Policies and Procedures apply to the use of PayPal as a payment tool for the chapter. All transactions must be reflected on the Treasurers report. The Internal Audit quarterly and annual review should include a review of PayPal transactions.

b. PayPal Fees
PayPal currently assesses a per transaction fee. The fees can be passed on to individuals who use PayPal or any merchant account. However, if PayPal is used for the collection of dues, the fee cannot be passed on to the soror. Currently, Milwaukee Alumnae does not accept PayPal for payment of dues or to pay merchant accounts.

Monies need to be moved out of PayPal in the month that monies were received. For example, if the Founders Day PayPal link goes live in December, but the Founders Day event is in February, there should be a PayPal transfer to the bank account in December, January, and February.

Monies need to be moved out of PayPal in the month that monies were received. For example, if the Founders Day PayPal link goes live in December, but the Founders Day event is in February, there should be a PayPal transfer to the bank account in December, January, and February.

c. Account Access
PayPal account must be set up in the name of the chapter with the chapter president being the “Owner”. User accounts will be set up for the treasurer and the financial secretary. The user names and passwords should be restricted to the president, treasurer and financial
secretary. Passwords associated with the PayPal Business account must be transferred and immediately changed after each administration and no later than June 30th.

Section 9. Unconsumed Funds: Year End Reconciliation
The Budget (Finance) Committee’s mandate is to:
a. Consider the financial needs and programs and develop a zero-balance budget based upon the needs of the chapter.
b. Review and recommend budget modifications quarterly
c. Ensure the chapter is within the 35% limit of Non-Member Gross receipts.

Section 10. Insufficient Funds or Returned Check Policy
A list of names will be kept of Sorors who write NSF non-sufficient funds checks. Checks returned by the bank must be made good within 48 hours of the Soror receiving notice by the chapter that the check has been returned. This includes the payment of the returned check fee from the bank. If there is another occurrence, these Sorors will have to pay by cash, money orders, or by cashier's checks for one full fiscal year. If the Soror is experiencing financial hardships’ contact the treasurer immediately to discuss the matter. The treasurer will then bring the matter to the Finance Committee for resolution. If the Soror who wrote the NSF-non-sufficient funds check does not respond within 48 hours of notice, the chapter may proceed with legal action.

A list of names will be kept of non-sorors who write NSF nonsufficient funds checks. Checks returned by the bank must be made good within 7 days of the person receiving notice by the chapter that the check has been returned. This includes the payment of the returned check fee from the bank and any other fees associated with collecting the funds. The chapter will only accept cash, money order or a certified check from any person whose name appears on the NSF listing. If the person who wrote the NSF-non-sufficient funds check does not respond within 7 days of notice, the chapter may proceed with legal action.

Section 11. Fundraising
Chapter does not participate in fundraising activities at this time.

Section 12. Budgeting
a. Committee Responsibility
On an annual basis, a detailed budget will be determined for each committee by the chairs of that committee by the March Executive Board meeting. The budget will be based on the amount allocated by the Finance Committee. Committee co-chairs should ensure that 90% of the allocated funds are used for committee events or programs. Additional funds (10%) can be used to cover items including but not limited to; administrative costs, refreshments, etc.

b. Timing and Process
A detailed operating budget for the chapter will be presented, in writing, for review to the Executive Board prior to the April Chapter Meeting and to the Chapter at the April meeting. The budget will be ratified at the May Executive Board and Chapter meetings.

c. Chapter Approval
A detailed budget for the year must be approved prior to any funds being disbursed. Any request for additional funding for the committee or other changes must be approved by the Finance Committee, Executive Board, and Chapter. Budgeted dollars can only be spent on expenses associated with programming or expenses incurred to carry out your position. Examples of items that cannot be purchased with chapter funds include, but are not limited to, gifts to sorors for participating on the committee and food for committee meetings.

Section 13. Additional Fiscal Policies and Procedures
a. Step Show Policy
Chapter does not participate in step shows at this time

b. Scholarship Policies, Requirements, and Selection procedures
Chapter currently does not offer scholarships.

c. Bonding
   i. Which positions are bonded
   The Chapter shall bond all officers handling finances to include the President, Treasurer, Financial Secretary, and Assistant Financial Secretary.
   ii. Amount
Each chapter in the Sorority shall be covered by general bonding insurance, which shall be provided by Grand Chapter according to the fee schedule.

**Article IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES**

**Section 1. Eligibility Criteria for Holding Office**

All elected positions including the Nominating Committee and the Chair must meet the following eligibility requirements:

a. She must have attended either a National Convention or Regional Conference within the last three (3) years.

b. She must complete the Candidate Profile Form.

c. She must be financial with the chapter and the Grand Chapter prior to the election and continuing through her term of office.

To be eligible for elected or appointed office, one must be a member of Milwaukee Alumnae Chapter, financial at the time of the nomination or appointment, and remain a financial member throughout the designated term of office.

For elected positions (even if they become appointments) she must have attended as a registered participant at either a National Convention or Regional Conference within the last three (3) years.

**Section 2. Nominations of Chapter Officers and Elected Positions**

a. Timeline and guidelines for process

1. The Nominating Committee shall solicit names from the chapter of Sorors who would like to run for office. Chapter Sorors can submit names to the Nominating Committee in writing either electronically or U.S. mail.

2. The Nominating Committee will evaluate each candidate to make sure that she is eligible to run for office. The slate of eligible candidates will be presented to the chapter in written form at least 30 days prior to the election.

3. The chapter shall give prior written notice of at least ten days of the election of officers.

4. The day of the election only financial Sorors will receive a ballot from a member of the Elections Committee. The
Elections Committee will collect the ballots and count the votes. The Chair of the Elections Committee will report the results of the election to the chapter.

The following is the timeline for electing officers and committees during the normal election year.

January- March: Nominating Committee provides the chapter with education on the election process, along with deadlines, rules and other relevant election information. April: Slate is presented to chapter; nominations are taken from the floor; campaigning officially begins (after chapter meeting and ends April 30th). May - Candidates Corner is conducted; speeches are given by President, 1st Vice-President and 2nd Vice-President Candidates; chapter votes. June: Installation of officers.

b. Nominations of the Minerva Circle

Nominations for the positions on the Minerva Circle are conducted by the elected Nominating Committee of the chapter. The floor will not be open for nominations on the day of election of the Minerva Circle.

NOTE: If a member of the chapter’s Nominating Committee desires to serve on the chapter’s Minerva Circle, she must recuse herself from her Nominating Committee position for Minerva Circle deliberations and decisions. The elected Nominating Committee member continues to serve on the chapters Nominating Committee at the conclusion of the Minerva Circle deliberations for other chapter nominating committee matters.

The Nine Jewels of the Minerva Circle shall be elected as a group: The Leader of the Minerva Circle, Convener of the Odyssey Experience, and the Keeper of the Muses and Graces are the only positions elected by position in accordance with the Chapter's Policies and Procedures and/or the Administrative Procedures for Membership Intake.

Section 3. Elections

a. Election day procedures and timeline
   The day of the election only financial Sorors will receive a ballot from a member of the Elections Committee. The Elections Committee will collect the ballots and count the votes. The Chair of the Elections Committee will report the results of the election to the chapter.

b. Voting guidelines
   Only financial members in good standing shall vote. Voting for officers will be done by secret ballot. Write in candidates are prohibited and provisions for write in candidates shall not be included on the ballot. Absentee or proxy voting is not recognized in Delta Sigma Theta Sorority, Inc.

c. Re-balloting
   For offices for which no candidate has a majority, the chair announces, “no election.” When the tellers (Elections Committee) reports for all offices have thus been read, the chair directs the new ballots to be distributed for those offices for which no candidate attained a majority.

   Under this method the ballots normally consist of small slips of blank paper handed out by the tellers (Elections Committee) as each ballot is taken-on which voters write the name of the candidate of their choice from the previous ballot.

Section 4. General Voting Processes
   a. A majority vote is more than half of the votes cast by members legally entitled to vote excluding blanks or abstentions at a properly called meeting (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$ 10 votes needed for a majority).
   b. Only chapter members shall vote or hold office.
   c. Each candidate is listed on the ballot in alphabetical order.
   d. The election of officers and committee chairs, and members shall be by majority vote of the members present and voting during the May chapter meeting.
e. Proposed chapter Policy & Procedures recommendations will be voted on for approval/adoption by two-thirds (2/3) vote of members present during the June chapter meeting.
f. If the chapter has voted to proceed with membership intake, acceptance to membership into the Sorority shall be a majority of vote of the chapter members present and voting.
g. Voting for chapter officers, elected committee chairs, and members, and acceptance to membership shall be by secret ballot.
h. General voting for items outside of elections, members will raise their vote card when to count their vote when instructed.

Section 5. Election Reporting
Immediately after the election, the Elections Committee shall collect and count all ballots.

The Chair of the Elections Committee will report the results of the election to the chapter the day the election has taken place.

Article X: SPECIAL ELECTIONS

Section 1. Minerva Circle
a. The election of the Minerva Circle is overseen by an Elections Committee. The Chapter President needs to be prepared to appoint the Elections Committee on the day the chapter votes to proceed with the Membership Intake Process.
b. The election of the Minerva Circle is by secret ballot and members of the Minerva Circle are determined by a majority vote (more than half of the votes cast by members legally entitled to vote, excluding blanks, or abstentions at a properly called meeting) of the chapter members present and voting (e.g., $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for majority).
c. If a vacancy occurs on the Minerva Circle, the position will be filled according to the chapter’s policies and procedures.

The Nine Jewels of the Minerva Circle shall be elected as a group: The Leader of the Minerva Circle, Convener of the Odyssey Experience, and the Keeper of the Muses and Graces are the only positions elected by position in accordance with the Chapter's Policies.
Section 2. Other Special Elections
Special elections shall be held when an elected officer, excluding Chapter President, can no longer fulfill their duties. Currently, a special election would only take place to fill an office vacancy where there is no eligible member (according to chapter eligibility guidelines).

Article XI: INSTALLATION OF OFFICERS
Section 1. Guidelines for installing officers
Chapter Officers for the ensuing term shall be installed as provided for in the constitution and Bylaws or the Chapter Rules of Order. Incoming officers must be installed prior to the beginning of the new Sorority year (no later than July 1) or before assuming the duties of the office for which they have been elected.

Article XII: TRANSITION OF OFFICERS
Section 1. Procedures for conducting the transition process
a. Timing
Transition of officers should commence immediately following the Installation of Officers ritual and the transition concluded prior to the first Executive Board meeting of the new fiscal year.
b. Coordination
The coordination of the transition of officers shall be facilitated by the newly elected Chapter President with the assistance of the Immediate Past Chapter President. A transitional executive board meeting/retreat should be held with the newly elected officers, appointed officers, committee chairs and the immediate past officers, appointed officers, and committee chairs to complete the transfer of information and materials related to their positions.

At this time, the Transition Checklist and all records (including all audited financial records and the chapter checkbook) must be turned over to the incoming members.
Training beyond that given by the transition should be encouraged, i.e. workshops and seminar attendance; acquisition of: the administrative tools, national Constitution and Bylaws, Delta’s history, heritage and traditions, reporting and record-keeping responsibilities; national priorities and financial aspects. Training should be on-going.

**Article XIII: MEMBERSHIP INTAKE**

**Section 1. Membership Intake Process**

Membership Intake procedures shall be followed as outlined in the latest edition of the Administrative Procedures for Membership Intake. Members of the Minerva Circle must be elected and shall meet the qualifications described in the latest edition of the Administrative Procedures for Membership Intake.

1. All candidates for membership intake primary residence must be in the chapter service area as identified by the chapter charter.

2. The chapter shall give prior written notice of at least ten days via the United States Postal Service (USPS) of voting whether or not to proceed with the membership intake process. The vote will require 2/3 vote of those present and voting.

3. The chapter shall give prior written notice of at least ten days via the United States Postal Service (USPS) of voting on the acceptance of candidates for membership into the sorority. The acceptance to membership shall be by a majority vote of the chapter members present and voting, and approval of the Regional Director.

Membership will be extended only to those applicants receiving a majority vote of the chapter based on the Line Cap percentage and approval of the Regional Director. The Line Cap will be based on a percentage of the chapter’s financial membership (verified in RedZone) at the time of the initial vote to proceed with membership intake.

If the number of applicants who received the majority vote is less than the Line Cap percentage, the chapter can NOT add any applicants nor can they re-ballot to reach the line cap. ONLY
applicants receiving the majority vote will be extended membership.

In the event there is a tie for the last position(s), the chapter will re-ballot or hold a run-off vote for those applicants with the tie vote ONLY. Re-balloting occurs on the same day of the initial chapter vote and will continue until the last position(s) is determined by the majority vote.

The chapter members must complete the membership intake ballot by voting yes or no for each applicant. Failure to mark yes or no voids the vote for that particular candidate.

Section 2. Minerva Circle
a. Handling Minerva Circle members with relatives as Applicant
   Family members cannot be removed or excluded from the Minerva Circle, but that they must recuse themselves from the screening process of the said applicant(s).

b. Filling Vacancies
   If a vacancy occurs on the Minerva Circle, the position will be filled according to the chapter’s policies and procedures. (Refer to Article III: Section 6).

c. Frequency
   To be voted on and decided per Chapter policies and procedures

Article XIV: CHAPTER PRESENTATION
Section 1. Voting and Alternate Delegate
a. Regional Conference and National Convention
   The Chapter President and First Vice-President will serve as delegate and alternate. In the event either representative is unable to serve as delegate, the next officer in succession will attend in the following order: Second Vice-President, Recording Secretary, Treasurer, Corresponding Secretary, lastly the Financial Secretary.

   In the event the President, First Vice-President, Second-Vice-President is unable to serve as a delegate and/or alternate at National Convention or Regional Conference, an elected officer will be selected as the voting delegate and/or alternate.
b. State and Local Chapter Representation
   The President will serve as representative of the chapter for Delta Days at the State Capitol, statewide Cluster Meetings, or any other Delta related meeting.

c. Order of Succession
   If the President is unable to attend the National Convention, Regional Conference or any other related meetings the order of succession is as such: First Vice-President, Second Vice-President, Recording Secretary, Treasurer, Corresponding Secretary, lastly the Financial Secretary

d. Incoming Chapter Officers
   During an election year, incoming President shall serve as voting delegate for National Convention and Regional Conference; the incoming First Vice-President shall serve as the alternate voting delegate. If neither can attend the order of succession shall be executed.

Section 2. Reimbursement
a. All travel expenses must be approved prior to the request for reimbursement. Items that may be partially or fully reimbursed include:

   Transportation - car mileage per IRS guidelines, air, bus, train
   Housing - only for the duration of the event/meeting Per Diem - $42/day

   Ground Transportation Allowance - $30; if more a receipt must be submitted.

   Parking - receipt must be submitted

b. All expenses should be discussed with the Finance Committee or Executive Board prior to being incurred.
c. The distribution of funds for the voting delegates for conferences and conventions will be approved by the Finance Committee prior to conference registration and travel.
d. Sorors will need to submit all requests within 30 days of the end of the event. No additional reimbursements will be made after 30 days.

Article XV: MEMBERSHIP VERIFICATION PROCEDURES
Section 1. Immediate verification
a. All Sorors (including visiting) attending the chapter meeting shall produce their membership card and personal identification to confirm identity.
b. If the visiting soror does not have her membership card and is not recognized by the Sergeant-At-Arms or her designated representative, she must produce one of the following:
   1. Letter of introduction from the soror’s home chapter or previous chapter.
   2. A known soror who can confirm the visiting soror’s membership.
   3. State a fact only known to Delta (rites of passage, secret motto, etc.).

Section 2. Follow-up verification
a. The Financial Secretary will submit a Verification of Membership Request to National Headquarters and advise the Membership Services Committee when verification is received. The status of a soror can also be obtained through the Red Zone on the National Website.
b. The Membership Services Committee will provide the Sergeant-At-Arms with a list of individuals whose membership verification results are negative. If a woman’s name appears on the list, she will not be admitted to any sorority meetings.

Article XVI: INTERNET AND EMAIL POLICIES
Section 1. Internet Policies
Must follow Delta Internet Guidelines
a. Rush activities may not be included on social media sites.
b. The Milwaukee Alumnae Chapter website may include calendar of events including chapter public service events, scholarship information, fundraisers, meeting dates etc. Rush dates may be added only after approval has been granted by the Regional Director.
c. Prospective members should be directed to the National Website via hyperlink.
d. Social media sites (such as Facebook, Instagram and Twitter) can be used to promote public Delta programs only after approval has been granted by the chapter President.
e. Any photographs displaying youth participants must have a signed parent release/waiver on file

Section 2. Chapter Email Accounts
a. The chapter may maintain email accounts for officers and committee chairs.
b. Chapter email accounts shall be maintained by the Corresponding Secretary to include email addresses and passwords including social media passwords.
c. Each chapter email account’s password will be changed after each sorority year (June 30th).

Article XVII: AMENDMENTS FOR RULES OF ORDER AND POLICIES AND PROCEDURES AND PROCEDURES
Section 1. Procedures/timing for making changes, to whom are they Submitted
This document will be reviewed annually. Notice of proposed amendments shall be provided, in writing, to the chapter at least thirty (30) days before the vote. This document must be amended by two thirds (2/3) vote of the financial members.

**All proposals and amendments must be submitted in written form to the Chapter President and Chapter Parliamentarian **

The member shall complete the Proposed Amendment to the Milwaukee Alumnae Chapter Policies and Procedure form outlining the proposed change and the related rationale and complete the Member Information sheet prior to submittal. Members are encouraged to make a copy of the amendment form prior to submittal.

All forms shall be submitted to the Policies and Procedure Committee no later than April 1st. Forms may be submitted hard copy either at the April chapter meeting or Milwaukee Alumnae Chapter Post Office Box 18630, Milwaukee, Wisconsin 53218. Forms can also be submitted online via the Milwaukee Alumnae Chapter website. Each amendment must include the exact language for the proposed change and rationale.
Section 2. Quorum required to voted and 2/3 vote of those present and voting needed to amend

Section 3. Effective date
The final adoption of any revisions to the polices and procedures will be performed after it has been approved by the Midwest Section of the National Scholarship and Standards Committee and a vote to ratify the document has been conducted.

Section 4. Chapter approval date
This date would reflect the day the chapter votes to send revised/amended procedures to National Scholarship & Standards Committee

Article XVIII: PARLIAMENTARY AUTHORITY

Section 1. Governing documents

OR


Section 2. Administrative resources and tools

OR


ATTACHMENTS: ALL FORMS USED BY THE CHAPTER
(list forms used by the chapter) Wufoo (electronic) forms

Chapter Meeting Minutes noting amendments/approval/voting
on Policies and Procedures
Chapter Policies and Procedures Recommendation Form
Chapter Press Release
Chapter Rules of Order
Chapter Vouchers/Check Request/Copy of Travel Expense Report
Scholarship Application (If applicable)